

# **GENERAL SERVICES ADMINISTRATION**

## **Federal Acquisition Service**

### *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**<sup>TM</sup>, a menu-driven database system. The INTERNET address for **GSA Advantage!**<sup>TM</sup> is: <http://www.GSAAdvantage.gov>.

#### **Schedule for - Professional Services Schedule**

**Federal Supply Group: 00CORP Class:**

**Contract Number: GS00F271CA**

**For more information on ordering from Federal Supply Schedules**  
**click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>**

**Contract Period: August 24, 2015 through August 23, 2020**

**Contractor:** Chitra Productions, L.L.C  
4873 S Oliver Dr. STE 10  
Virginia Beach, VA 23455 2700

**Business Size:** Small, Disadvantaged, 8(a), Woman Owned Business

**In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract's awarded size status for the preponderance NAICS designated in the RFQ is "other than small".**

**Telephone:** (757) 495/0234  
**Extension:**  
**FAX Number:** (866) 478/2451  
**Web Site:** [www.chitraproductions.com](http://www.chitraproductions.com)  
**E-mail:** [vibhaa@chitraproductions.com](mailto:vibhaa@chitraproductions.com)  
**Contract Administration:** Vibha a Vermani

## **CUSTOMER INFORMATION:**

### **1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:**

SIN	SIN Description
541-1000	Other Direct Costs (ODCs); Expenses Other Than Direct Labor Hours
541-1000RC	Other Direct Costs (ODCs); Expenses Other Than Direct Labor Hours
541-3	Web Based Marketing Services
514-3RC	Web Based Marketing Services
541-4B	Video / Film Production
541-4BRC	Video / Film Production
541-4F	Commercial Art and Graphic Design Services
541-4FRC	Commercial Art and Graphic Design Services
871-4	Test & Evaluation
871-4RC	Test & Evaluation
871-7	Construction Management and Engineering Consulting Services Related to Real

	Property
871-7RC	Construction Management and Engineering Consulting Services Related to Real Property
874-1	Integrated Consulting Services
871-1RC	Integrated Consulting Services
874-4	Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration
874-4RC	Training Services: Instructor Led Training, Web Based Training and Education Courses, Course Development and Test Administration

- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 1c. **If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.**
2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic only
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
7. **Quantity discounts:** 1% for orders equal to or exceeding \$1,000,000.00
8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$2,500
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor
- 11c. **Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:** Contact Contractor

- 11d. Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
- 12. F.O.B Points(s):** Destination
- 13a. Ordering Address(es):** Same as Contractor
- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).
- 14. Payment address(es):** Same as company address
- 15. Warranty provision.:** Contractor’s standard commercial warranty.
- 16. Export Packing Charges (if applicable):** N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
- 18. Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. Terms and conditions of installation (if applicable):** N/A
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. Terms and conditions for any other services (if applicable):** N/A
- 21. List of service and distribution points (if applicable):** N/A
- 22. List of participating dealers (if applicable):** N/A
- 23. Preventive maintenance (if applicable):** N/A
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor’s website or other location.)** The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).
- 25. Data Universal Numbering System (DUNS) number:** 828460712
- 26. Notification regarding registration in Central Contractor Registration (CCR) database:** Registered
- 27. Final Pricing:**  
The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

**Labor Categories Pricing:**

SIN	Awarded Labor Category	Site	Year 1	Year 2	Year 3	Year 4	Year 5
874-4	Project Manager	Both	\$96.52	\$98.45	\$100.42	\$102.43	\$104.48

541-4B							
874-4	Information Systems Analyst	Both	\$86.92	\$88.66	\$90.43	\$92.24	\$94.08
874-4	Instructional Systems Designer III	Both	\$94.08	\$95.96	\$97.88	\$99.83	\$101.83
874-4	Instructional Systems Designer II	Both	\$76.76	\$78.30	\$79.86	\$81.46	\$83.09
874-4	Instructional Systems Designer I	Both	\$62.72	\$63.97	\$65.25	\$66.56	\$67.89
874-4	Logistics and Scheduling Specialist I	Both	\$36.68	\$37.41	\$38.16	\$38.92	\$39.70
874-4	Logistics and Scheduling Specialist II	Both	\$52.26	\$53.31	\$54.37	\$55.46	\$56.57
874-4	Budget Specialist	Both	\$58.01	\$59.17	\$60.35	\$61.56	\$62.79
874-4	Testing Designer	Both	\$93.62	\$95.49	\$97.40	\$99.35	\$101.34
874-4	Webinar Specialist	Both	\$59.06	\$60.24	\$61.45	\$62.68	\$63.93
874-4	Multimedia Developer	Both	\$56.07	\$57.19	\$58.33	\$59.50	\$60.69
874-4	Administrative Writer	Both	\$57.43	\$58.58	\$59.75	\$60.95	\$62.17
874-4	Technical Writer	Both	\$49.66	\$50.65	\$51.67	\$52.70	\$53.75
874-4	Administrative Assistant	Both	\$36.58	\$37.31	\$38.06	\$38.82	\$39.60
874-4	Courseware Developer II	Both	\$78.49	\$80.06	\$81.66	\$83.29	\$84.96
874-4	Graphic Designer I	Both	\$60.41	\$61.62	\$62.85	\$64.10	\$65.39
541-3							
874-4	Graphic Designer II	Both	\$78.49	\$80.06	\$81.66	\$83.29	\$84.96
874-4	HD Videographer	Both	\$76.31	\$77.83	\$79.39	\$80.98	\$82.60
541-4B							
874-4	Boom Operator	Both	\$50.87	\$51.89	\$52.93	\$53.99	\$55.06
541-3							
874-4	Editor	Both	\$57.23	\$58.37	\$59.54	\$60.73	\$61.94
874-4	Executive Producer I	Both	\$63.59	\$64.86	\$66.16	\$67.48	\$68.83
541-4B	Producer	Both	\$69.88	\$71.28	\$72.71	\$74.16	\$75.64
541-4B	Production Coordinator	Both	\$46.37	\$47.30	\$48.24	\$49.21	\$50.19
541-4B	Production Assistant	Both	\$19.73	\$20.13	\$20.53	\$20.94	\$21.36
541-4B	Production Consultant	Both	\$118.39	\$120.76	\$123.17	\$125.64	\$128.15
541-4B	Director	Both	\$88.79	\$90.57	\$92.38	\$94.23	\$96.11
541-4B	Lighting Director	Both	\$54.26	\$55.35	\$56.46	\$57.58	\$58.74
541-4B	Gaffer	Both	\$54.26	\$55.35	\$56.46	\$57.58	\$58.74
541-4B	Sound Technician	Both	\$54.26	\$55.35	\$56.46	\$57.58	\$58.74
541-4B	Scriptwriter	Both	\$69.06	\$70.44	\$71.85	\$73.29	\$74.75
541-4B	Video Editor	Both	\$59.71	\$60.90	\$62.12	\$63.36	\$64.63
541-4B	Voice Over Narrator	Both	\$447.05	\$455.99	\$465.11	\$474.42	\$483.90
541-4B	Senior Broadcast Producer	Both	\$102.06	\$104.10	\$106.18	\$108.31	\$110.47
541-3	Media Production Manager	Both	\$56.66	\$57.79	\$58.95	\$60.13	\$61.33
541-3	Executive Producer II	Both	\$90.64	\$92.46	\$94.31	\$96.19	\$98.12
541-4B	Project Manager (Video)	Both	\$101.85	\$103.89	\$105.97	\$108.09	\$110.25
874-4	Research Scientist	Both	\$95.34	\$97.25	\$99.19	\$101.18	\$103.20
874-1							
874-4	Research Assistant	Both	\$36.14	\$36.86	\$37.60	\$38.35	\$39.12
874-1							
874-4	Research Analyst	Both	\$49.05	\$50.03	\$51.03	\$52.05	\$53.09
874-1							
874-4	Evaluation Specialist	Both	\$92.47	\$94.32	\$96.21	\$98.13	\$100.09
874-1							
874-4	Subject Matter Expert	Both	\$95.34	\$97.25	\$99.19	\$101.18	\$103.20
874-1							
874-4	Senior Advisor	Both	\$95.34	\$97.25	\$99.19	\$101.18	\$103.20
874-1							
541-4B	Project Manager/Broadcast Producer	Both	\$110.81	\$113.03	\$115.29	\$117.60	\$119.95
541-3							
541-4B	Digital Photo Journalist	Both	\$67.77	\$69.12	\$70.51	\$71.92	\$73.35
541-3							
541-4F							
541-4B	Director II	Both	\$99.06	\$101.04	\$103.06	\$105.12	\$107.22
541-3							
541-4F							

541-4B 541-3 541-4F	Casting Director	Both	\$98.98	\$100.96	\$102.98	\$105.04	\$107.14
541-4B 541-3 541-4F	Creative Director	Both	\$96.11	\$98.03	\$99.99	\$101.99	\$104.03
541-4B 541-3 541-4F	Prop Master	Both	\$63.90	\$65.18	\$66.48	\$67.81	\$69.17
541-4B 541-3 541-4F	Wardrobe Master	Both	\$63.90	\$65.18	\$66.48	\$67.81	\$69.17
541-4B 541-3	Grip	Both	\$52.53	\$53.58	\$54.66	\$55.75	\$56.86
541-4B 541-3 541-4F	Make-Up Artist	Both	\$72.22	\$73.66	\$75.13	\$76.64	\$78.17
541-4B 541-3 541-4F	Senior Graphic Artist	Both	\$86.57	\$88.30	\$90.07	\$91.87	\$93.71
541-4B 541-3	Assistant Video Editor	Both	\$34.85	\$35.55	\$36.26	\$36.98	\$37.72
541-4B 541-3 541-4F	Visual Information Specialist	Both	\$51.82	\$52.85	\$53.91	\$54.99	\$56.09
871-7	Water Systems Nuclear Engineer II	Both	\$52.07	\$53.11	\$54.17	\$55.26	\$56.36
871-7	Nuclear Engineer III	Both	\$55.58	\$56.69	\$57.83	\$58.98	\$60.16
871-4	Mechanical Engineer (PE)	Both	\$89.74	\$91.53	\$93.36	\$95.23	\$97.13
871-4	Civil Engineer (PE)	Both	\$110.12	\$112.32	\$114.57	\$116.86	\$119.20
871-4	Civil Engineer	Both	\$85.66	\$87.38	\$89.12	\$90.91	\$92.72
871-4	Architect (PE)	Both	\$98.76	\$100.73	\$102.74	\$104.80	\$106.90
871-4	Architect	Both	\$69.35	\$70.73	\$72.15	\$73.59	\$75.06
871-4	Electrical Engineer (PE)	Both	\$98.71	\$100.69	\$102.70	\$104.76	\$106.85

#### Training Course Pricing:

SIN(s)	Course Title	Course Length	Minimum Participants	Maximum Participants	Site	Unit of Issue	Awarded Price
874-4	Civil Service Retirement System (CSRS) Planning	2 days	21	30	Both	per course	\$ 6,063.94
874-4	Federal Service Retirement System (FERS) Planning	2 days	21	30	Both	per course	\$ 6,063.94
874-4	Project Management	2 days	21	30	Both	per course	\$ 10,752.16
874-4	Advanced Federal Budget Process	2 days	15	20	Both	per course	\$ 9,047.01

#### Support Product (ODCs) Pricing

SIN(s)	Support Product (ODC's)	Unit of Issue	Awarded Price
541-1000	HD Camera Package I	daily	\$ 382.87
541-1000	Monitor Field	daily	\$ 119.65
541-1000	Lighting Package I	daily	\$ 382.87
541-1000	Grip Package I	daily	\$ 191.44
541-1000	Craft Service	each	\$ 19.14
541-1000	Video Digitization	hour	\$ 52.64
541-1000	Non-Linear Editing Suite	daily	\$ 382.87

541-1000	Graphic Titling	hour	\$ 107.20
541-1000	Graphic Design	hour	\$ 107.20
541-1000	Music Clearance	each	\$ 143.58
541-1000	Audio Mixing	hour	\$ 157.93
541-1000	DVD Menu Encoding	hour	\$ 239.29
541-1000	Tape Stock	each	\$ 9.57
541-1000	DVD Printing	each	\$ 3.83
541-1000	DVD Burning from 1 - 499	each	\$ 22.97
541-1000	DVD Burning from 500 - 999	each	\$ 11.49
541-1000	DVD Package (4-part)	each	\$ 22.02
541-1000	Video Authoring	each	\$ 478.59
541-1000	Video Exportation/ Compression	hour	\$957.18

## 28. Service Contract Act (SCA) Matrix

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No
Production Assistant	23470 - Laborer	2005-2103
Administrative Assistant	01020 - Administrative Assistant	2005-2103
Information Systems Analyst	14102 - Computer Systems Analyst II	2005-2103
Courseware Developer II	15095 - Technical Instructor/Course Developer	2005-2103
Graphic Designer	15080 - Graphic Artist	2005-2103
Boom Operator	23470 - Laborer	2005-2103
HD Videographer	13074 - Photographer IV	2005-2103

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (\*\*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

## 29. Labor Category and Course Descriptions

<b>Title:</b>	Project Manager
<b>Equivalent Titles:</b>	Senior Business Specialist Subject Matter Expert Program Manager
<b>Labor Category Descriptions:</b>	The Project Manager (PM) is the single point of contact between the government and Chitra Productions. The PM manages the performance of all Chitra employees and subcontractor staff working on the contract for all deliverables. The PM is to enforce all government and CP operating standards. The PM will coordinate and review all technical progress and issues, the schedule, budget and deliverables. The PM will also identify early alerts of potential problems and will provide early implementation of corrective measures.
<b>Minimum Educational / Experience Requirements:</b>	A Bachelor's Degree with 10 years of experience in management/business consulting, project management, or subject matter expertise OR high school diploma with 15 years of experience in management/business consulting, project management, or subject matter expertise.

<b>Title:</b>	Information Systems Analyst
<b>Equivalent Titles:</b>	Information Technologist Computer Program/Applications/Systems Analyst-Programmer Database Management Specialty
<b>Labor Category Descriptions:</b>	For training the Information Systems Analyst maintains the learning management systems and programs the systems or subsystems. The Information Systems Analyst will be required to implement and maintain learning operations systems and subsystems, integrate equipment and multimedia delivery systems, design, code, install, and maintain appropriate system's software programs, tailor vendor-supplied software, perform systems regenerations, ensure maintenance of software systems and provide IT support. The Information Systems Analyst must keep records of all updates, issues, and repairs. The Information Systems Analyst must be able to develop custom reports and support implementation of testing tools and software, and maintain and administer a centralized organization information management system to include software updates, data migration, workflow control, user interfaces, and access methods.
<b>Minimum Educational / Experience Requirements:</b>	A Bachelor's degree in computer engineering/computer science or equivalent training with 5 years of experience, OR high school diploma with 10 years' related experience in the areas of equipment integration, database administration and development, developing and testing of software, SQL, Web 2.0 OR Business Intelligence Reporting Tools (BIRT).

<b>Title:</b>	Instructional Systems Designer (ISD) III
<b>Equivalent Titles:</b>	Instructional Systems Designer (ISD) Senior Instructional Systems Designer
<b>Labor Category Descriptions:</b>	The Instructional Systems Designer is responsible for providing the overall guidance to the instructional system design and must be familiar with computer language including HTML 5, SQL, J-Query, and/or Java.
<b>Minimum Educational / Experience Requirements:</b>	Bachelors or equivalent with 5 years of experience OR high school diploma with 10 years of experience in information technology systems or learning management systems.

<b>Title:</b>	Instructional Systems Designer II
<b>Equivalent Titles:</b>	Instructional Systems Designer Instructional Systems Designer Mid-Level
<b>Labor Category Descriptions:</b>	The Instructional Systems Designer is responsible for providing the overall guidance to the instructional system design and must be familiar with computer language including HTML 5, SQL, J-Query, and/or Java.
<b>Minimum Educational /</b>	Bachelors or equivalent with 3 years of experience OR high school diploma with 7 years of experience in information technology systems

<b>Experience Requirements:</b>	or learning management systems.
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<b>Title:</b>	Instructional Systems Designer I
<b>Equivalent Titles:</b>	Instructional Systems Designer Junior Instructional Designer
<b>Labor Category Descriptions:</b>	The Instructional Systems Designer is responsible for providing the overall guidance to the instructional system design and must be familiar with computer language including HTML 5, SQL, J-Query, and/or Java.
<b>Minimum Educational / Experience Requirements:</b>	Bachelors or equivalent with 1 year of experience OR high school diploma with 5 years of experience in information technology systems or learning management systems.

<b>Title:</b>	Logistics and Scheduling Specialist I
<b>Equivalent Titles:</b>	Training Specialist Logistics and Scheduling Training Specialist Travel Logistics and Scheduling
<b>Labor Category Descriptions:</b>	The LSS works at the training center or customer site and is responsible for supporting logistics, travel logistics, and/or scheduling for courses, instructors and materials. The Logistics and Scheduling Specialist (LSS) will schedule, coordinate, and communicate all scheduling and logistics from start to closeout. The LSS must be able to utilize automated travel or scheduling systems or programs as needed. This person must be able to handle the processing of large volumes of data and perform data reduction and editing. The LSS must have a high level of customer service skills and be able to communicate effectively.
<b>Minimum Educational / Experience Requirements:</b>	Associates or equivalent with 2 years of experience OR high school diploma with 4 years of experience in customer service experience, logistics, and planning experience.

<b>Title:</b>	Logistics and Scheduling Specialist II
<b>Equivalent Titles:</b>	Training Specialist Logistics and Scheduling Training Specialist Travel Logistics and Scheduling
<b>Labor Category Descriptions:</b>	The LSS works at the training center or customer site and is responsible for supporting logistics, travel logistics, and/or scheduling for courses, instructors and materials. The Logistics and Scheduling Specialist II(LSS) will schedule, coordinate, and communicate all scheduling and logistics from start to closeout. The LSS must be able to utilize automated travel or scheduling systems or programs as needed. This person must be able to handle the processing of large volumes of data and perform data reduction and editing. The LSS must have a high level of customer service skills and be able to communicate effectively.
<b>Minimum Educational / Experience Requirements:</b>	Associates or equivalent with 4 years of experience OR high school diploma with 6 years of experience in customer service experience, logistics, and planning experience.



<b>Title:</b>	Budget Specialist
<b>Equivalent Titles:</b>	Training Specialist Budget Programming
<b>Labor Category Descriptions:</b>	The Budget Specialist under MOBIS would help to provide financial administration and budget control for training services. The budget specialist works at the training center or customer site. The Budget Specialist will be required to provide detailed budget and execution support; track multiple accounts, obligations, expenses, outlays, disbursements, and collections as part of monthly obligation and expense plans; develop and interpret many types of financial data; and prepare multiple financial reports and analyses.
<b>Minimum Educational / Experience Requirements:</b>	Bachelors or equivalent with 2 years of experience OR high school diploma with 6 years of experience in budget/financial programming or expertise.

<b>Title:</b>	Testing Designer
<b>Equivalent Titles:</b>	Training Specialist Testing Designer/Specialist Testing Program Coordinator
<b>Labor Category Descriptions:</b>	The Testing Designer will support the development and oversee the test development schedule for training programs, play a major role in the implementation of major process changes in the Testing Program, oversee the test development and production processes, ensure that all items, tests, and scoring materials developed are fair, valid and in compliance with the Testing Program.
<b>Minimum Educational / Experience Requirements:</b>	Master's or equivalent with 4 years of progressively responsible experience OR Bachelors with 12 years of experience in test development, testing, performance measurement, and test data analysis.

<b>Title:</b>	Webinar Specialist
<b>Equivalent Titles:</b>	Training Specialist Webinar Support Web Conference Coordinator
<b>Labor Category Descriptions:</b>	The Webinar Specialist will be required to develop and implement guidelines and protocols for conducting webinars, stakeholder outreach, posting presentations and discussions, and streamlining the current webinar process to get further outreach and participation, provide administrative and logistical support for scheduling, registering, and following up with participants for each webcast, facilitate webinars by setting up the technical aspects and assisting the presenters with using the web conference technology.
<b>Minimum Educational / Experience Requirements:</b>	Bachelors or equivalent with 3 years of experience OR high school diploma with 7 years of experience in web conference systems (Adobe Connect), presentation systems (PowerPoint), and other related subject matter experience to include Adobe Systems Software

	(Creative Suite Master Collection).
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<b>Title:</b>	Multimedia Developer
<b>Equivalent Titles:</b>	Multimedia Developer/ Designer/ Video Producer
<b>Labor Category Descriptions:</b>	The Multimedia Developer will be required to produce and edit videos, assemble different text, audio, video, graphics, and animation; implement all stages of video production, camera operation, audio and lighting, shooting for editing, editing and post-production activities for video-based and computer-based programs, and develop scripts for multimedia programs. Specifically the Multimedia Developer must understand SCORM and 508 compliance for different platforms.
<b>Minimum Educational / Experience Requirements:</b>	Bachelors or equivalent with 5 years of experience OR high school diploma with 10 years of experience in multimedia production, Adobe Systems software to include Creative Suite Master Collection software, and some Web 2.0 technologies is preferred.

<b>Title:</b>	Administrative Writer
<b>Equivalent Titles:</b>	
<b>Labor Category Descriptions:</b>	The Administrative Writer is responsible for helping to come up with the written content of each of the learning courses. The AW will proof read and edit all written content, text, and some logic and layout of the e-learning courses. The AW also makes sure that all courses are up to date and writes the script to be used for voiceovers.
<b>Minimum Educational / Experience Requirements:</b>	Bachelors or equivalent with 2 years of experience OR high school diploma with 6 years of experience in script writing, technical writing for training products, and some e-learning software experience.

<b>Title:</b>	Technical Writer
<b>Equivalent Titles:</b>	Training Specialist Technical Writer/Editor Document Specialty
<b>Labor Category Descriptions:</b>	The Technical Writer will design, write, format, update, and edit material for training courses, outreach, publications, newsletters and website postings, conduct research and ensure proper terminology, support formulation, editing, development, and publication of finished products, prepare written technical material for publication by developing and editing drafts; correcting errors, verifying facts, data, and statics, and using standard reference sources, rewriting or modifying draft to conform to the writing guidelines and provide some support with graphics in preparation of documents.
<b>Minimum Educational / Experience Requirements:</b>	Bachelors or equivalent with 3 years of experience OR high school diploma with 7 years of experience in writing and editing instructional materials, technical reports and/or technical documentation using systems like Word, PowerPoint, and Excel.

<b>Title:</b>	Administrative Assistant
<b>Equivalent Titles:</b>	Administrative Support Administrative Support Specialists
<b>Labor Category Descriptions:</b>	The Administrative Assistant (AA) will be required to assist in office administration with general secretarial tasks. The AA must have working knowledge of word-processing programs like Microsoft Office and printing/copying programs and equipment. The AA will be responsible for coordinating purchase and supply requests, ordering, packing, and shipping materials, organizing and monitoring the inventory of supplies and property, filing, composing correspondence, answering the telephone and relaying messages. The AA supports keeping inventory of training materials, ordering, packing, and shipping training materials, properly filing training materials, and relaying messages in support of training endeavors. The AA must be able to communicate effectively orally and in writing and must possess a high quality of customer service skills.
<b>Minimum Educational / Experience Requirements:</b>	Associates or equivalent with 2 years of experience OR high school diploma with 4 years of experience in secretarial or clerical office work with preferred use of word- processing systems (Word), presentation systems (PowerPoint), and spreadsheet systems (Excel).

<b>Title:</b>	Courseware Developer II
<b>Equivalent Titles:</b>	Courseware Developer Multi-media Courseware Developer
<b>Labor Category Descriptions:</b>	The Course Developer is responsible for working with the team to design the course layout, combine graphics, text, images, animations, and videos (as necessary) into the courses, provide multimedia integration, program the logic for the courses, troubleshoot, and test and evaluate the courses.
<b>Minimum Educational / Experience Requirements:</b>	Bachelors or equivalent with 2 years of experience OR high school diploma with 6 years of experience in multi-media instructional software, multimedia integration, and/or design analysis and testing.

<b>Title:</b>	Graphic Designer I
<b>Equivalent Titles:</b>	Graphic Designer
<b>Labor Category Descriptions:</b>	The Graphic Designer is responsible for creating custom graphics, designing course layouts, providing graphics for print, web, videos, and courses. The Graphic Designer must have knowledge in Adobe Creative Suite Master Collection with emphasis in Photoshop. It is preferred that the Graphic Designer has some skills in mix media from custom illustrations to digital designs. The Graphic Designer creates custom graphics for training materials, designs course layouts, provides graphics for training materials in print, on the web, in videos,

	and on multiple courses.
<b>Minimum Educational / Experience Requirements:</b>	Bachelors or equivalent with 2 years of experience OR high school diploma with 6 years of experience in graphic design.

<b>Title:</b>	Graphic Designer II
<b>Equivalent Titles:</b>	Graphic Designer
<b>Labor Category Descriptions:</b>	The Graphic Designer is responsible for creating custom graphics, designing course layouts, providing graphics for print, web, videos, and courses. The Graphic Designer must have knowledge in Adobe Creative Suite Master Collection with emphasis in Photoshop. It is preferred that the Graphic Designer have knowledge in mix media from custom illustrations to digital designs. The Graphic Designer creates custom graphics for training materials, designs course layouts, provides graphics for training materials in print, on the web, in videos, and on multiple courses.
<b>Minimum Educational / Experience Requirements:</b>	Bachelors or equivalent with 5 years of experience OR high school diploma with 10 years of experience in graphic design.

<b>Title:</b>	HD Videographer
<b>Equivalent Titles:</b>	Videographer
<b>Labor Category Descriptions:</b>	When creating live simulcasts, recorded trainings, or other training videos a videographer is needed. The HD Videographer must have working knowledge of a variety of HD camcorders and understand how to utilize the advanced features such as white balance, manual focus, progressive/interlace video, high definition video vs. standard definition, focal points, frames per second, color temperatures, and other advanced features.
<b>Minimum Educational / Experience Requirements:</b>	High School diploma and 5 years of experience in HD video production.

<b>Title:</b>	Boom Operator
<b>Equivalent Titles:</b>	Audio Production Assistant
<b>Labor Category Descriptions:</b>	The Boom Operator is responsible for operating the audio boom. The Boom Operator must have understanding of microphone types and directions. For live or recorded learning environments the boom operator provides audio for the live or recorded training.
<b>Minimum Educational / Experience Requirements:</b>	High School diploma with 2 years of experience in audio production.

<b>Title:</b>	Editor
<b>Equivalent Titles:</b>	Video Editor
<b>Labor Category Descriptions:</b>	To create a video training you need a video editor. The Editor is responsible for combining all video elements within the video editing software to create the final product. The editor must have working knowledge in Apple Final Cut Pro 7/ X or Adobe Premiere Pro. The editor must also understand video integration for graphics and animations. The editor must have some understanding of video editing codecs.
<b>Minimum Educational / Experience Requirements:</b>	High school diploma with 3 years of experience in post- production processes.

<b>Title:</b>	Executive Producer
<b>Labor Category Descriptions:</b>	To create a video for training an Executive Producer is utilized to make sure that the entire video is on time and on budget. The Executive Producer (EP) is responsible for the entire video training production from development to delivery. The EP must make sure that the project stays on time and on budget.
<b>Minimum Educational / Experience Requirements:</b>	Bachelors with 3 years of experience in video or film production.

<b>Title:</b>	Project Manager (Video)
<b>Labor Category Descriptions:</b>	A project manager is someone who oversees a certain area of a larger contract. A project manager works closely with the program manager to verify that all aspects of their section of work is being completed on time and on budget. The project manager oversees personnel in the area they have been charged with to make sure that contractual work is being completed. The project manager may also help prepare paperwork for their section of work.
<b>Minimum Educational / Experience Requirements:</b>	Bachelor's degree with at least 3 years of experience in management and 5 years experience in Video Production.

<b>Title:</b>	Producer
<b>Labor Category Descriptions:</b>	A producer is someone who oversees the project from beginning to end. A producer is the decision maker for the project and oversees the budget and hiring of crew. A producer is head over all departments and manages the producing department.
<b>Minimum Educational / Experience Requirements:</b>	Bachelor's degree in video production with three years of experience in video production OR at least 7 years of experience in video production.

<b>Title:</b>	Production Coordinator
<b>Labor Category Descriptions:</b>	A production coordinator is a person who helps the producer coordinate the production from overseeing crewmembers, finding locations, to keeping record of contract obligations and deadlines. A PC falls under the producing department.
<b>Minimum Educational / Experience Requirements:</b>	Associates Degree with 2 years of experience in video production OR 4 years experience in video production

<b>Title:</b>	Production Assistant
<b>Labor Category Descriptions:</b>	A production assistant has a variety of jobs and can be assigned to any one of the heads of departments, by the producer. Their main jobs are to help the production by running errands, wrapping cables, working with extras, filing paperwork, etc....
<b>Minimum Educational / Experience Requirements:</b>	High School diploma

<b>Title:</b>	Production Consultant
<b>Labor Category Descriptions:</b>	A production consultant is hired to help consult on all aspects of the video production or on specific technical requirements for the video project. A production consultant is a subject matter expert and must have at least 7 to 10 years experience.
<b>Minimum Educational / Experience Requirements:</b>	7 to 10 years experience in their area of expertise

<b>Title:</b>	Director
<b>Labor Category Descriptions:</b>	The director working with the producer shapes the vision and direction that the video project will take. The director is head over the Writing Department, the Camera Department, the Lighting Department, the Production Design Department, the Casting Department and the Post-Production Department. During production the director is in charge of making sure that the project is moving forward in the right direction.
<b>Minimum Educational / Experience Requirements:</b>	Bachelor's degree with 2 years of experience in video production OR 6 years experience in video production

<b>Title:</b>	Lighting Director
<b>Labor Category Descriptions:</b>	The Lighting Director is the person in charge of making sure that the lighting of a video is in alignment with the Director's vision and specification. The LD is responsible for the overall lighting design.



	The LD must know how to light for any mood or atmosphere. They must also work with the videographer and have knowledge about the camera equipment and how lighting changes due to the camera equipment being used.
<b>Minimum Educational / Experience Requirements:</b>	Bachelor's degree with 1 year of experience in video production OR 5 years experience in video production

<b>Title:</b>	Gaffer
<b>Labor Category Descriptions:</b>	The gaffer is directly under the LD and is in charge of the electrical department. The gaffer is responsible for the execution of the LD's and Director's plan for the video production. The gaffer must know how to set up different lighting schemes and re-create lighting environments.
<b>Minimum Educational / Experience Requirements:</b>	Associates degree with 1 year of experience in video production OR 3 years of experience in video production.

<b>Title:</b>	Sound Technician
<b>Labor Category Descriptions:</b>	The Sound Technician is in charge of recording, mixing, and re-producing sounds. The ST is responsible for recording the audio, either on-location or in the studio, and for making sure that the recorded sound is clear and does not contain noise disruptions.
<b>Minimum Educational / Experience Requirements:</b>	Bachelor's degree with 1 year of experience in video or audio production OR 5 years experience in video or audio production.

<b>Title:</b>	Scriptwriter
<b>Labor Category Descriptions:</b>	The Scriptwriter is responsible for creating the story and script for the production. A SW must know how to write a variety of scripts including, film scripts, audio/visual scripts, treatments, etc.... The SW works with the director and producer to make corrections and revisions until a final script is approved.
<b>Minimum Educational / Experience Requirements:</b>	Associates' degree with 2 years of experience in scriptwriting.

<b>Title:</b>	Video Editor
<b>Labor Category Descriptions:</b>	The Video Editor is responsible for editing the video project. The VE works with the Director to mold the recorded video into an engaging and comprehensive video. The VE works with the ST to sweeten the audio mixing. The VE also works with the Creative Director and Graphic Designer to create the overall look of the DVD and DVD Menu.

<b>Minimum Educational / Experience Requirements:</b>	Bachelor's degree with 1 year of experience in video or audio post-production OR 5 years experience in video or audio post-production.
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<b>Title:</b>	Voice Over Narrator
<b>Labor Category Descriptions:</b>	The Voice Over Narrator is a voice over professional who is hired to use their voice in the project. The VON works with the ST and Director to record their voice with feeling and emotion that is appropriate to the story and video project.
<b>Minimum Educational / Experience Requirements:</b>	A VON is not required to have any education or experience, though at least a year's experience is preferred.

<b>Title:</b>	Senior Broadcast Producer
<b>Labor Category Descriptions:</b>	The SBC has the skills to write scripts, conduct interviews, capture and sort through b-roll, light and shoot video of significant activities, edit video elements, record narration, write lead-ins, create graphics, and manage promotion and branding elements. The SBC must have the skills to coordinate with multiple channels, networks, social media sites, and websites to provide the compliant broadcast requirements.
<b>Minimum Educational / Experience Requirements:</b>	The SBC must have at least 7 years of Broadcast experience in a variety of roles and a Bachelors' degree.

<b>Title:</b>	Media Production Manager
<b>Labor Category Descriptions:</b>	The Media Production Manager is someone who has experience in graphic design, video production, motion graphics, website design, and post-production workflows. The media production manager must have an understanding of how media works together in different platforms and how to combine each element to author them together into the required format at its highest quality.
<b>Minimum Educational / Experience Requirements:</b>	High School diploma with at least 3 years of experience in graphic design, video production, motion graphics, website design, and/or post-production.

<b>Title:</b>	Executive Producer II
<b>Labor Category Descriptions:</b>	An executive producer is someone who is responsible for managing all financial, distribution, and production aspects of each video project. The Executive Producer has all final say about the direction of the project. The Executive Producer hires or has final say over the Producer and Director for the project.
<b>Minimum</b>	Bachelor's degree with 4 years of experience in video production OR at



<b>Educational / Experience Requirements:</b>	least 8 years of experience in video production.
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<b>Title:</b>	Research Scientist
<b>Labor Category Descriptions:</b>	The Research Scientist must have experience in advanced technologies for learning, managing research portfolios, professional experience in the development and implementation of a wide range of research, analysis, and human capital projects, conduct skill gap analysis, design performance management systems, identifying training needs, and corporate and Government experience with optimizing learning.
<b>Minimum Educational / Experience Requirements:</b>	A Bachelor's Degree with 10 years of experience in management/business consulting, research science, or subject matter expertise OR high school diploma with 15 years of experience in management/business consulting, research science, or subject matter expertise.

<b>Title:</b>	Subject Matter Expert
<b>Labor Category Descriptions:</b>	The Subject Matter Expert must have an understanding of their key area of expertise. The Subject Matter Expert is an authority in their particular area or topic. The Subject Matter Expert is a person with special knowledge or skills in a particular area.
<b>Minimum Educational / Experience Requirements:</b>	A Bachelor's Degree with 10 years of experience in management/business consulting, project management, or subject matter expertise OR high school diploma with 15 years of experience in management/business consulting, project management, or subject matter expertise.

<b>Title:</b>	Senior Advisor
<b>Labor Category Descriptions:</b>	The Senior Advisor must have an understanding of their key area of expertise. The Senior Advisor is an authority in their particular area or topic. The Senior Advisor is a person with special knowledge or skills in a particular area.
<b>Minimum Educational / Experience Requirements:</b>	A Bachelor's Degree with 10 years of experience in management/business consulting, project management, research science or subject matter expertise OR high school diploma with 15 years of experience in management/business consulting, research science, project management, or subject matter expertise.

<b>Title:</b>	Research Assistant
<b>Labor Category Descriptions:</b>	The Research Assistant will have professional experience as a research associate. Must be skilled in research methods, training trends, and developing leading-edge learning solutions.
<b>Minimum Educational /</b>	Associates or equivalent with 2 years of experience OR high school

<b>Experience Requirements:</b>	diploma with 4 years of experience in secretarial or clerical office work with preferred use of word- processing systems (Word), presentation systems (PowerPoint), and spreadsheet systems (Excel).
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<b>Title:</b>	Research Analyst
<b>Labor Category Descriptions:</b>	The Research Analyst must have experience in conducting applied research projects. Must be skilled in research methods, evaluation, competency development, mapping, assessments, skill gap analyses, training development and career path projects.
<b>Minimum Educational / Experience Requirements:</b>	Bachelors or equivalent with 3 years of experience OR high school diploma with 7 years of experience in writing and editing instructional materials, technical reports and/or technical documentation using systems like Word, PowerPoint, and Excel.

<b>Title:</b>	Evaluation Specialist
<b>Labor Category Descriptions:</b>	The Evaluation Specialist is responsible for planning, designing, implementing, conducting, and reporting program evaluation services. Assists with the determination of program evaluation needs and the design of a plan and timeline to meet the needs, plans evaluation in accordance to strict guidelines, and researches alternative methods to program effectiveness.
<b>Minimum Educational / Experience Requirements:</b>	Master's or equivalent with 4 years of progressively responsible experience OR Bachelors with 12 years of experience in test development, testing, performance measurement, and test data analysis.

<b>Title:</b>	Project Manager/Broadcast Producer
<b>Labor Category Descriptions:</b>	The Project Manager/Broadcast Producer has the skills to write scripts, conduct interviews, capture and sort through b-roll, light and shoot video of significant activities, edit video elements, record narration, write lead-ins, create graphics, and manage promotion and branding elements. The Project Manager/Broadcast Producer must have the skills to coordinate with multiple channels, networks, social media sites, and websites to provide the compliant broadcast requirements.
<b>Minimum Educational / Experience Requirements:</b>	The Project Manager/Broadcast Producer must have at least 7 years of Broadcast experience in a variety of roles and a Bachelors' degree.

<b>Title:</b>	Digital Photo Journalist
<b>Equivalent Titles:</b>	

<b>Labor Category Descriptions:</b>	The Digital Photo Journalist must have experience in digital media, photography, and digital journalism. Must have experience and knowledge with still photography cameras, shutter speeds, apertures, the laws of reciprocity, and photography lenses. Must have proficiency in all aspects of still photography to include exposure in difficult lighting conditions and manual shooting techniques.
<b>Minimum Educational / Experience Requirements:</b>	The Digital Photo Journalist must have at least 3 years of photography experience or a Bachelors' degree with 1 year of experience.

<b>Title:</b>	Director II
<b>Equivalent Titles:</b>	
<b>Labor Category Descriptions:</b>	The director working with the producer shapes the vision and direction that the video project will take. The director is head over the Writing Department, the Camera Department, the Lighting Department, the Production Design Department, the Casting Department and the Post-Production Department. During production the director is in charge of making sure that the project is moving forward in the right direction.
<b>Minimum Educational / Experience Requirements:</b>	Bachelor's degree with 4 years of experience in video production OR 8 years' experience in video production

<b>Title:</b>	Casting Director
<b>Equivalent Titles:</b>	
<b>Labor Category Descriptions:</b>	The Casting Director is the person who works with the Director and Producer to cast the talent for video production and still photography projects. The Casting Director may work for or with a casting company. The Casting Director arranges the casting call and works with the talent to make sure they have everything they need for the casting session.
<b>Minimum Educational / Experience Requirements:</b>	The Casting Director must have at least 8 years of experience in a variety of roles or a Bachelors' degree with 4 years of experience.

<b>Title:</b>	Creative Director
<b>Equivalent Titles:</b>	
<b>Labor Category Descriptions:</b>	The Creative Director is someone who helps to create the look of the video, photograph, and/or graphic. The Creative Director has an eye for detail and color and knows how to move the eye across the screen using lines, colors, and spatial relationships.
<b>Minimum Educational /</b>	The Creative Director must have at least 8 years of experience in a

<b>Experience Requirements:</b>	variety of roles or a Bachelors' degree with 4 years of experience.
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<b>Title:</b>	Prop Master
<b>Equivalent Titles:</b>	
<b>Labor Category Descriptions:</b>	The Prop or Property Master is an artistic and organizational person in video production who is responsible for purchasing, acquiring, and/or manufacturing any props needed for a production. The Prop Master must have an understanding of recording and tracking expenses and budges for the props and must be able to provide expense reports at the completion of the production.
<b>Minimum Educational / Experience Requirements:</b>	The Prop Master must have at least 4 years of experience or an Associate's degree with 2 years of experience.

<b>Title:</b>	Wardrobe Master
<b>Equivalent Titles:</b>	
<b>Labor Category Descriptions:</b>	The Wardrobe Master is an artistic and organizational person in video production that is responsible for purchasing, acquiring, and/or manufacturing any wardrobe needed for a production. The Wardrobe Master must have an understanding of recording and tracking expenses and budges for the wardrobes and must be able to provide expense reports at the completion of the production.
<b>Minimum Educational / Experience Requirements:</b>	The Wardrobe Master must have at least 4 years of experience or a Associate's degree with 2 years of experience.

<b>Title:</b>	Grip
<b>Equivalent Titles:</b>	
<b>Labor Category Descriptions:</b>	The Grip is a lighting and rigging technician in the video production industry. Grips have two main functions: the first is to provide camera support with dolly systems, cranes, and tripods and the second is to create lighting set-ups using lights, flags, stingers, tripods, c-stands, and grip packages.
<b>Minimum Educational / Experience Requirements:</b>	The Grip must have at least 3 years of experience or an Associate's degree with 1 year of experience.

<b>Title:</b>	Make-up Artist
<b>Equivalent Titles:</b>	
<b>Labor Category Descriptions:</b>	The Make-Up Artist is an artist whose medium is the human body, applying makeup and prosthetics for video production and

	photography.
<b>Minimum Educational / Experience Requirements:</b>	The Make-up Artist must have at least 4 years of experience or an Associate's degree with 2 years of experience.

<b>Title:</b>	Senior Graphic Artist
<b>Equivalent Titles:</b>	
<b>Labor Category Descriptions:</b>	The Senior Graphic Artist is responsible for creating custom graphics, designing course layouts, providing graphics for print, web, videos, and courses. The Senior Graphic Artist must have knowledge in Adobe Creative Suite Master Collection with emphasis in Photoshop. It is preferred that the Senior Graphic Artist have knowledge in mix media from custom illustrations to digital designs. Senior Graphic Artist creates custom graphics for training materials, designs course layouts, provides graphics for training materials in print, on the web, in videos, and on multiple courses.
<b>Minimum Educational / Experience Requirements:</b>	Bachelors or equivalent with 2 years of experience OR high school diploma with 6 years of experience in graphic design.

<b>Title:</b>	Assistant Video Editor
<b>Equivalent Titles:</b>	
<b>Labor Category Descriptions:</b>	The Assistant Video Editor is responsible for assisting the Editor with editing the video project. The Assistant VE downloads the footage from the camera or capture device to the editing software. The Assistant VE must have an understanding of post-production workflows.
<b>Minimum Educational / Experience Requirements:</b>	Associate's degree with 1 year of experience in video or audio post-production OR 3 years of experience in video or audio post-production.

<b>Title:</b>	Visual Information Specialist
<b>Equivalent Titles:</b>	
<b>Labor Category Descriptions:</b>	The Visual Information Specialist is responsible for creating custom graphics, designing course layouts, providing graphics for print, web, videos, and courses. The Visual Information Specialist must have knowledge in Adobe Creative Suite Master Collection with emphasis in Photoshop. The Visual Information Specialist creates custom graphics for training materials, designs course layouts, provides graphics for training materials in print, on the web, in videos, and on multiple courses.
<b>Minimum Educational /</b>	Bachelors or equivalent with 1 years of experience OR high school

<b>Experience Requirements:</b>	diploma with 5 years of experience in graphic design.
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<b>Title:</b>	Water Systems Nuclear Engineer II
<b>Equivalent Titles:</b>	Nuclear Engineer
<b>Labor Category Descriptions:</b>	The Nuclear Engineer II must have the technical expertise in the application of mechanical engineering practices in the field of nuclear pure water systems, temporary services and shipyard support systems. Requires the knowledge and skills sufficient to develop and review procedures for the accomplishment of work on nuclear pure water systems.
<b>Minimum Educational / Experience Requirements:</b>	At a minimum the Nuclear Engineer II must have Bachelor's degree with 10 years of experience OR 14 years of experience.

<b>Title:</b>	Nuclear Engineer III
<b>Equivalent Titles:</b>	Nuclear Engineer
<b>Labor Category Descriptions:</b>	The Nuclear Engineer III must have the technical expertise in the application of mechanical engineering practices, welding and non-destructive testing used in maintenance and repair of nuclear reactor plant systems and components. This position requires knowledge and skills sufficient to develop engineering instructions and procedures for the accomplishment of reactor plant overhaul and repair work in accordance with NAVSEA technical manual and publications. Additionally the Nuclear Engineer III must be able to assist in developing audits.
<b>Minimum Educational / Experience Requirements:</b>	At a minimum the Nuclear Engineer III must have Bachelor's degree with 10 years of experience OR 14 years of experience.

<b>Title:</b>	Mechanical Engineer (PE)
<b>Equivalent Titles:</b>	Mechanical Engineer, Registered or Reg.
<b>Labor Category Descriptions:</b>	The Mechanical Engineer is to assist with performance of mechanical engineering design and production support from project inception through construction. The Mechanical Engineer shall be familiar with both Design-Bid-Build and Design-Build delivery methods for projects, be able to provide technical leadership/mentorship to junior engineers/designers, and to review other mechanical engineer's work for code compliance and constructability.
<b>Minimum Educational / Experience</b>	A Bachelor's Degree in Mechanical Engineering from an accredited college or university. Professional Registration as a Licensed

<b>Requirements:</b>	<p>Mechanical Engineer. The license must be current and issued by a USA state, Commonwealth, the District of Columbia, or U.S territory.</p> <p>A minimum of 10 years of specialized experience in mechanical and plumbing schematic design and design development, evaluation of new and existing commercial facilities, have experience with steam mechanical systems, experience with mechanical applications software, ability to design DDC control systems, working knowledge of SpecIntact, working knowledge of international mechanical and plumbing codes, and experience with AUTOCAD.</p>
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<b>Title:</b>	Electrical Engineer (PE)
<b>Equivalent Titles:</b>	Electrical Engineer, Registered or Reg.
<b>Labor Category Descriptions:</b>	<p>The Electrical Engineer is to assist with the performance of electrical engineering design and production support from project inception through construction. The Electrical Engineer shall be familiar with both Design-Bid-Build and Design-Build delivery methods for projects, be able to provide technical leadership/mentorship to junior engineers/designers, and to review other electrical engineers' work for code/criteria compliance and constructability. The Electrical Engineer should have the ability to estimate design effort and assist in negotiations with Architectural-Engineering firms and General Contractors. The Electrical Engineer with review contractor submittals and respond to requests for information (RFI's).</p>
<b>Minimum Educational / Experience Requirements:</b>	<p>Bachelor's Degree in Electrical Engineering from an accredited college or university. A minimum of 10 years of specialized electrical facility schematic design and design development experience and design and technical competence in developing and the production of complete construction documents. A minimum of 10 years experience as a Licensed Electrical Engineer, with demonstrated experience in design and contract document preparation, extensive knowledge of ICC codes, experience with interdisciplinary coordination, experience conducting field observations of existing electrical facility systems, working knowledge of AUTOCAD, experience in construction management/scheduling and cost estimating. The license must be current and issued by a USA state, Commonwealth, the District of Columbia, or U.S territory.</p>

<b>Title:</b>	Civil Engineer (PE)
<b>Equivalent Titles:</b>	Civil Engineer Registered or Reg.
<b>Labor Category Descriptions:</b>	<p>The Civil Engineer is to assist with the performance of civil engineering design and production support from project inception through construction. The Civil Engineer shall be familiar with</p>



	both Design-Bid-Build and Design-Build delivery methods for projects, be able to provide technical leadership/mentorship to junior engineers/designers, and to review other civil engineers' work for code compliance and constructability.
<b>Minimum Educational / Experience Requirements:</b>	<p>A Bachelor's Degree in Civil Engineering from an accredited college or university. Professional registration as a Licensed Civil Engineer. The license must be current and issued by a USA state, Commonwealth, the District of Columbia, or U.S territory.</p> <p>A minimum of 10 years of specialized experience in civil engineering schematic design and design development and design and technical competence in developing completed construction documents. 10 years or more of experience as a civil facility designer, knowledge of Federal, State, and Local codes, and ability to use AUTOCAD.</p>

<b>Title:</b>	Civil Engineer
<b>Equivalent Titles:</b>	Civil Engineer Unregistered, (UnReg)
<b>Labor Category Descriptions:</b>	The Civil Engineer is to assist with the performance of civil engineering design and production support from project inception through construction. The Civil Engineer shall be familiar with both Design-Bid-Build and Design-Build delivery methods for projects, be able to provide technical leadership/mentorship to junior engineers/designers, and to review other civil engineers' work for code compliance and constructability.
<b>Minimum Educational / Experience Requirements:</b>	A Bachelor's Degree in Civil Engineering from an accredited college or university. A minimum of 10 years of specialized experience in civil engineering schematic design and design development and design and technical competence in developing completed construction documents. 10 years or more of experience as a civil facility designer, knowledge of Federal, State, and Local codes, and ability to use AUTOCAD.

<b>Title:</b>	Architect (RA)
<b>Equivalent Titles:</b>	Architect Registered, (Reg.)
<b>Labor Category Descriptions:</b>	The Architect is to assist with the performance of architectural design and production support from project inception through construction. The Architect shall be familiar with both Design-Bid-Build and Design-Build delivery methods for projects, be able to provide technical leadership/mentorship to junior architecture design staff, and to review other architects' work for code compliance and constructability. Estimate design efforts and assist in negotiations with Architectural-Engineering firms and General Contractors. Shall address contractor submittals and requests for information (RFI's).



<b>Minimum Educational / Experience Requirements:</b>	<p>Bachelor's degree in Architecture from an accredited college or university. Professional Registration as a Licensed Architect. The license must be current and issued by a USA state, Commonwealth, the District of Columbia, or U.S territory.</p> <p>A minimum of 10 years of architectural schematic design and design develop experience, design and technical competence in developing and the production of complete construction documents. Ten years experience as a licensed Architects, with demonstrated experience in contract document preparation, knowledge of ICC codes, and working knowledge of AUTOCAD, experience in construction management/scheduling and cost estimating.</p>
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<b>Title:</b>	Architect
<b>Equivalent Titles:</b>	Architect Unregistered, (UnReg.)
<b>Labor Category Descriptions:</b>	The Architect is to assist with the performance of architectural design and production support from project inception through construction. The Architect shall be familiar with both Design-Bid-Build and Design-Build delivery methods for projects, be able to provide technical leadership/mentorship to junior architecture design staff, and to review other architects' work for code compliance and constructability. Estimate design efforts and assist in negotiations with Architectural-Engineering firms and General Contracts. Shall address contractor submittals and requests for information (RFI's).
<b>Minimum Educational / Experience Requirements:</b>	Bachelor's degree in Architecture from an accredited college or university. A minimum of 10 years of architectural schematic design and design develop experience, design and technical competence in developing and the production of complete construction documents. Ten years experience as a licensed Architects, with demonstrated experience in contract document preparation, knowledge of ICC codes, and working knowledge of AUTOCAD, experience in construction management/scheduling and cost estimating.

<b>Title:</b>	Civil Service Retirement System (CSRS) Planning
<b>Course Description</b>	In this highly interactive, discussion-based seminar, participants get the information they need to make fully informed decisions about retirement. Participants learn how Civil Service Retirement System (CSRS) annuities are calculated and how health and life insurance benefits carry over into retirement. Participants learn about Social Security, Medicare, Thrift Savings Plan (TSP), withdrawal options, and financial, tax and estate planning in order to make informed decisions about retirement.

	Topics to discuss include COLA's Survivor Benefits, Social Security and Medicare, Tax and Financial Planning and Voluntary Contributions.
<b>Days &amp; Participants</b>	This is an instructor led course, which is given over two days. The number of participants ranges from 21 to 30.

<b>Title:</b>	Federal Service Retirement System (FERS) Planning
<b>Course Description</b>	In this highly interactive, discussion-based seminar, participants get the information they need to make fully informed decisions about retirement. Participants Learn how Federal Service Retirement System (FERS) annuities are calculated and how health and live insurance benefits carry over into retirement. Participants learn about Social Security, Medicare, Thrift Saving Plan (TSP), withdrawal options, and financial, tax, and estate planning in order to make informed decisions about retirement. Topics to discuss include COLA's Survivor Benefits Social Security and Medicare, Tax and Financial Planning and Voluntary Contributions.
<b>Days &amp; Participants</b>	This is an instructor led course, which is given over two days. The number of participants ranges from 21 to 30.

<b>Title:</b>	Advanced Federal Budget Process
<b>Course Description</b>	This workshop is designed for federal employees familiar with basic budgeting responsibilities and who are directly involved in federal budgeting but would like an in-depth understanding of the budget process. The federal budget process is a highly structured system carried out in four distinct phases. In this brief but comprehensive course, explore the major phases and timing of the federal budget process; principal participants and their roles; current issues affecting congressional actions; and how the budget is reviewed and audited in higher level scenarios using case studies and participants interactions.
<b>Days &amp; Participants</b>	This is an instructor led course, which is given over two days. The number of participants ranges from 15 to 20.

<b>Title:</b>	Project Management
<b>Course Description</b>	Learn to organize your project, track costs and time expenditures, manage quality and risk, evaluate human resources requirements and overcome potential obstacles. Whether managing an office move, implementing a new accounting system or launching program initiative, this course gives you the crucial skills for success.
<b>Days &amp; Participants</b>	This is an instructor led course, which is given over two days. The number of participants ranges from 21 to 30.